

F. No. 20-09/2013-Min.Estt 5662

Government of India
Central Ground Water Board
Ministry of Water Resources, River Development & Ganga Rejuvenation
Central Head Quarters
Bhujal Bhavan
NH IV, Faridabad 121 001

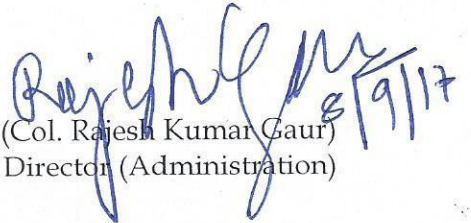
Dated : 08 SEP 2017

CIRCULAR

It has been observed that large number of files are being put up to the Chairman for approval, which needs to be rationalized as per classification of posts.

Hence, in order to reduce the files being sent to the Chairman, it has been decided that cases/files will be finalized as per the list attached as Annexure.

This issues with approval of the Competent Authority.


(Col. Rajesh Kumar Gaur)
Director (Administration)

Distribution:-

1. All Members, CGWB for information.
2. All Regional Director, CGWB for information
3. PA to JS (Admn & GW), MOWR, RD & GR, New Delhi for information.
4. FAO, CGWB, CHQ, Faridabad.
5. ✓ System Analyst, CGWB, CHQ, Faridabad with a request to kindly upload the above Circular on the website of CGWB.
6. Circular File.

Files being sent to Chairman, CGWB

Type/ Subject	Approving Authority
Leave application of RDs	To be approved by respective Member
MACP cases	For Group 'B' (Non-Gazetted) and Group 'C' posts, to be approved by Dir(Admn). For Group 'A' and Group 'B' (Gazetted) posts, to be approved by Chairman, CGWB.
DPC/BOA proposal	For Group 'B' (Non-Gazetted) and Group 'C' posts to be approved by Dir(Admn). For Group 'A' and Group 'B' (Gazetted) posts to be approved by Chairman, CGWB.
Compassionate Appointment	All proposals to be approved by Chairman, CGWB.
Transfer of Officers/Officials	Till the time Revised Transfer policy is issued, existing practice to continue.
Forwarding the application for deputation/employment etc.	Group 'B' (Non-Gazetted) and Group 'C' posts, to be approved by Dir(Admn). For Group 'A' and Group 'B' (Gazetted) posts, file to be routed through respective Members for approval/ comments by Chairman, CGWB.
Change of Home Town, Name, personal record etc.	All cases to be dealt/disposed at level of Dir(Admn). In case of Group 'A' officers, respective Member to accord approval.
NOC for passport /foreign visit etc.	Group 'B' (Non-Gazetted) and Group 'C' posts –Director (Admn) Group 'A' posts below RD level – Respective Member RD and above – Chairman, CGWB.
Amendment in Recruitment Rules	Existing practice to continue.
Files related to financial sanction	In addition to existing practice, respective Member also to endorse his comments.
Requisition to SSC for Group 'C' posts	Existing practice to continue
Allocation of posts to region/division	To be approved by Chairman,CGWB
NRC for APAR (For above 03 months)	Group 'B' (Non-Gazetted) and Group 'C' posts –Director (Admn) Group 'A' posts below RD level – Respective Member RD and above – Chairman, CGWB.